



CHECKLIST FOR BUILDING APPLICATIONS
REQUIRING A SITE PLAN, CITY OF GREENVILLE

Please check-off all questions verifying that the required minimum information is submitted with your Application. Incomplete or inaccurate submissions will not be accepted.

1. ____ The Applicant has completed all “Required Fields” on the “**Application for Site Plan Permit**” or an explanation is provided as to why an item is not completed.
2. ____ The attached Applications are signed and dated by the Applicant and Property Owner or Authorized Agent (some forms must be signed by the “Owner”).
3. ____ There are separate Applications for each Permit requested (e.g., one for each “Sign”, etc.).
4. **If the proposed activity meets any of the criteria listed below, an “Application for Site Plan Permit”, a “Site Plan Permit Standard Conditions Acknowledgement” (‘Single Family’ or ‘Non Single Family’), and eight (8) copies of a Site Plan are submitted:**
 - a. ____ All new construction
 1. The Application is accompanied by a completed “Site Plan Permit Checklist” (‘Single Family’ or ‘Non Single Family’) in addition to the Items listed above.
 - b. If the proposed activity meets any of the following criteria, the Zoning Administrator or Permit Coordinator may reduce the scope of the otherwise-required Site Plan information to reflect conformance with the relevant standards.
 1. ____ Modifications affecting the gross floor area of a building or structure (“building envelope”)
 2. ____ Modification, or enclosure, of building features originally exempt from zoning dimensional standards (porches, balconies, breezeways, etc.)
 3. ____ Establishment of a land use at an existing, but currently-vacant, building location
 4. ____ Change from one use to another as reflected in Sec 19-4.1.2, *Table of Uses*, of the City Code
 5. ____ Development requiring the correction of nonconforming parking, screening, or landscaping
 - c. ____ N/A
5. **If the Applicant answers “Yes” to any of the 3 questions below, the Applicant is submitting a Stormwater Permit Application, Checklist, Report, and Plans.**
 - a. ____ Does the proposed activity disturb more than 10,000 square feet (for example, 100’x100’)? or,
 - b. ____ Is the property part of a larger development? For example, is it located within a subdivision, shopping complex, or an office park? or,
 - c. ____ Is the property located next to a creek or a large ditch that carries water or within a Floodplain? (If the Applicant does not know, he can use “where is my house” web app from the City’s homepage to determine if he is in the floodplain or the Permit Coordinator can assist in this determination).
 - d. ____ N/A

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Applicants must answer the following questions to determine the type of Stormwater Permit required; if one is required, the Applicant must seek the assistance of a licensed Architect, Landscape Architect, Land Surveyor, or Engineer.

6. If the Applicant answers "YES" to any of the following, a Major Stormwater Permit is required.

- a. ☐ Disturbs more than two (2.00) acres; or,
- b. ☐ Creates a total new impervious surface of 0.25 acres or more; or,
- c. ☐ Located in a Regulatory Floodplain; or,
- d. ☐ Modifies a riverine flood-prone area where the tributary drainage area is 40 or more acres; or,
- e. ☐ Modifies a non-riverine flood-prone area where the tributary drainage area is 20 or more acres; or,
- f. ☐ Located in a depressional storage area having a storage of 0.75 acres-feet or more; or
- g. ☐ Impacts a wetland or riparian environment of 1/10 acre or more within an area defined as Waters of the U.S. or Waters of the State.
- h. ☐ N/A

7. If the Applicant answers "N/A" to all of the questions in Item # 6 above, a Minor Stormwater Permit is required if the proposed activity does either of the following:

- a. ☐ Disturbs one (1.00) acre or more of the surface of the land; or,
- b. ☐ Creates a total impervious surface area ratio (area-of-rooftop-and-paving ÷ total project area) of 60-percent or greater.
- c. ☐ N/A

8. If the Applicant answers "N/A" to all of the questions in Item #'s 6 and 7 above, then all that is required is a Soil Erosion and Sediment Control Permit. If the proposed activity constitutes the construction or land improvement of a single- or two-family residence or their accessory structures and is not part of a "Larger Common Plan", the Applicant is not required to submit a Stormwater Permit Application. However, the Applicant must submit a "Site Plan Permit Standard Conditions Acknowledgement" referenced in Item # 4 above.

The Applicant hereby affirms that this Checklist is true and correct to the best of his knowledge and that he has provided full disclosure of the relevant facts of the attached Application.

Applicant (Print)

Applicant (Signature)

Email

Telephone

Fax

Date